

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DOT1113265**

Date Posted: 07/05/11

POSITION NO: 151264

Closing Date: 07/18/11

CLASS CODE: 2017

POSITION TITLE: **SENIOR CONTRACT ANALYST**

DEPARTMENT NAME: **NAVAJO DEPARTMENT OF TRANSPORTATION**

DEPARTMENT NO: 111

WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:

POSITION TYPE:

GRADE: R65A

Days: Monday-Friday

Permanent: ☒

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary: ☐

Duration: \_\_\_\_\_

\$ 41,516.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40

\$ 19.96 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Monitors and evaluates contracts, grants, and subcontracts in accordance of Navajo Nation Procurement, guidelines, policies and methods. Ensures compliance with federal, state and tribal laws and regulations. Provides technical assistance to division, department, oversight committee, vendors and staff in areas of grant and contract administration, principles, procedures and practices. Ensure that prime and sub-contractors are in compliance with contract scope of work, comply with reporting systems, and that judiciary propriety is maintained at all times. The majority of work will entail thorough knowledge of Federal Highway Admin, TEA-21, Bureau of Indian Affairs Roads and Maintenance Programs, Federal Aviation Administration, and the Navajo Nation Fuel Excise Tax Program. Audited technical reports, collects and analyze information, data, and records to ensure; propriety. Prepare contracts, grants, and sub-contracts entered into by the department according to appropriate federal, state and tribal laws. Prepares and follows through with grants, contracts, MOU/MOAs, JPA requiring appropriate Navajo Nation oversight committee's approval. Prepare budget, scope of work, and other required documentation. Maintain a records management system that is efficient and effective in maintain grants, contracts, agreement, etc. Monitors all financial aspects of contracts/grants/etc. Attend meetings, present information in oral/written form before Navajo Nation Departments/Division, oversight committee, contractors, chapters, BIA roads, funding source personnel with New Mexico, Arizona, Utah, and counties.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Business Administration or closely related field; and

**Experience:**

three (3) years of contract and/or grant administration experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Some positions may require specific licenses or certifications. **( To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Navajo Nation FMIS certification. Must possess a valid state drivers license and obtain a NN Tribal Operators Permit.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**